

OPEN RECRUITMENT

Job Announcement



Position Title: Accountant I
Department: Finance and Administration

SUMMARY:

Under the direction of the Controller, and Vice President of Finance, the Accountant I performs and manages accounts payable, accounts receivable, and general and technical accounting duties. The Accountant I helps maintain the accuracy of the general ledger, assists with audits and the budget creation processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

1. Maintains all materials related to vendor invoices, including validation of purchase order requests, receiving records, verification of proper expense account classification, posting of all invoices to computer for payment, and generation and distribution of checks to vendors at least four times per month.
2. Assists with research, filing, data entry, and recording and maintaining accurate and complete financial records Computer input and coding of accounts payable invoices.
3. Requests manual checks as needed.
4. Files all accounts payable/accounts receivable.
5. Communicates with vendors as needed
6. Verifies the accuracy of invoices to determine pricing.
7. Reviews vendor statements for outstanding invoices and adjustments. Works with vendors and divisions to clear outstanding items or resolve any billing disputes.
8. Processes vendor payments by issuing checks and/or ACH.
9. Downloads and transmits positive pay fraud detection file electronically to the bank.
10. Aids appropriate personnel to resolve issues regarding general ledger expenditure activity.
11. Oversees procurement card accounting including statement submittal, division payment approval, and monthly statement payment. Reviews the statements for accuracy, completeness, and to ensure expenditures are within established the Authority's policy.
12. Contacts division personnel to resolve issues found during the review.
13. Responsible for the management and acts as the designated custodian of petty cash by requesting replenishments requests and ensuring accuracy and completeness.
14. Assist with preparation of annual 1099's.
15. Maintains vendor files, including contracts for services and paid item Matches invoices to purchase orders.
16. Runs trial report of payables to check for accuracy
17. Maintains records of HCV and public housing FSS program participants, including monthly contributions, forfeitures, interest income, and any other activities.
18. Correctly reconcile all funds collected, prepares bank deposits on a daily/regular basis, and ensures financial activities are reflected in the bank accounts
19. Computers input of HCV receivables, retro payments, and portables.
20. Makes deposits for receivables.
21. Runs occupancy reports.
22. Generates portability transactions.
23. Transfers Section 8 receivables for the Section 8 module.
24. Runs monthly process for Section 8.
25. Prints portability statements.
26. Generates Monthly AR charges and invoices
27. Assists other accounting staff as required and trains authority personnel in processing items for payment and the use of correct general ledger expenditure account coding.

28. Performs routine clerical work as required, which may include preparing/typing reports, copying and filing documents, entering computer data, answering the telephone, greeting and assisting internal customers, processing daily mail, emailing information, assembling materials, ordering supplies, etc.
29. Performs other related duties as assigned and/or required.

EDUCATION AND/OR EXPERIENCE:

An Associate's Degree in accounting or related field from an accredited college or university, or completion of a training course specific to accounting. Minimum five (5) years progressive experience in an accounting environment or an equivalent combination of education and experience.

Employee must possess a valid Texas driver's license, have a driving record in good standing, and be eligible for coverage under FWHS's fleet auto insurance.

EXPLANATION OF HIRING PROCESS:

Thank you for your interest in job opportunities with the Fort Worth Housing Solutions. All [applications](#) for open posted positions must be submitted via email to asmith@fwhs.org. We encourage you to visit our [website](#) often to view and apply for vacant positions with the agency.